



## **Special Projects Coordinator to the President**

### **CIRM**

The mission of CIRM is to support and advance stem cell research and regenerative medicine under the highest ethical and medical standards for the discovery and development of cures, therapies, diagnostics and research technologies to relieve human suffering from chronic disease and injury.

### **Position Summary**

The Special Projects Coordinator will assist the President in developing special programs and initiatives for CIRM. The Institute funds basic, pre-clinical, clinical, and translational science to generate new knowledge that will push the field forward toward therapies and cures.

### **Reporting Structure**

The Special Projects Coordinator will report to the President.

### **Duties and Responsibilities**

- Plan, analyze, develop, evaluate and submit to the President new initiatives that accelerate the mission of CIRM.
- Projects/programs will vary and change based on the goals and objectives of CIRM but they will reflect a rapidly evolving field of basic research and medical applications in regenerative medicine.
- Develop the blueprint for, and assess new project ideas, meet with stakeholders, including the biotech industry, academia, medical practitioners, government and develop white papers for consideration by the President for presentation to the Board.
- Methods used to implement programs include but not limited to writing white papers on key initiatives, writing strategic documents and other papers and documents as needed.
- Present to ICOC board and subcommittees as needed.
- Responsible for writing Request for Proposals, developing agendas for meetings/workshops, arranging meetings/workshops and developing outcome materials.
- Collaborate with Vice President of Research and Development, Executive Director of Scientific Activities, General Counsel and other appropriate staff members for advice and implementation of new programs and projects.
- Meet with and negotiate with key professionals in academia, government, professional societies and foundations on critical projects.
- Prepare documents in lay language for discussion with the public on new initiatives and in collaboration with CIRM communication officers, provide information suitable for public discussion of the potential benefits and challenges associated with new initiative.
- Keep abreast of scientific status, needs and priorities within program areas of focus through: 1) communication with investigators; 2) communication with professional and patient advocacy groups; 3) the organization and conduct of scientific workshops and/or conferences and 4) attendance/presentation at scientific meetings.
- Represent CIRM at scientific conferences, at public meetings, with patient advocacy groups and in other venues as required.



### **Projects**

- Development of programs integrating genomics and stem cell science
- Explore the development of stem cell clinical programs in tertiary medical institutions in California – alpha clinics proposal
- Development of creativity training programs for young scientists entering stem cell research
- Identification of international new and rapidly evolving basic and applied research programs that may be linked to or introduced into the CIRM Californian biotech and academic research environment.

### **Qualifications**

- Ph.D. in a biomedical science.
- Significant and relevant experience in research, science affairs and/or biotechnology.
- Experience in writing scientific proposals and documents.
- Demonstrated ability to work effectively with senior executives of organizations and Board members.
- Demonstrated ability to simultaneously manage multiple, complex projects in varying stages of development under time pressure.
- Demonstrated excellent analytical, interpersonal, and written and oral communication skills. Ability to communicate effectively with scientists and with non-scientists.
- Demonstrated track record of working collaboratively in a team-oriented, demanding environment.

### **Preferences**

- JD and/or MBA.

### **Salary Range and Benefits:**

The salary range for this position is \$149,760-\$224,536. The salary offered will be commensurate with the candidate's skills, knowledge and experience.

CIRM offers a competitive compensation package including a Defined Benefit plan, generous health care and leave time. See the following website for more detailed benefit information

<http://www.dpa.ca.gov/benefits/employeebenefits.shtm>.

The position is open until a suitable candidate is found.

### **How to apply: Interested candidates please submit:**

- Cover letter
- CV/Resume
- California State application at <http://www.spb.ca.gov/WorkArea/showcontent.aspx?id=1814>

to: [jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov), 210 King Street San Francisco, CA 94107.

**CIRM is an Equal Opportunity Employer and committed to a diverse workforce.**